



MATANUSKA-SUSITNA
BOROUGH SCHOOL DISTRICT

Employee Handbook

"Preparing all students for success."

Welcome to MSBSD,

As an employee in the Mat-Su Borough School District, new or returning, there are employment related informational items that are important for you to know and understand. The following employee handbook is provided to familiarize you with the policies and practices related to your employment.

In addition, the Human Resources and Payroll Departments are here to help you with any questions or needs that you may have during your career. Our goal is to provide you with exceptional customer service while ensuring that we accurately and efficiently process all employment actions. In doing so we make the following guarantees to you:

- We will approach each customer engagement with kindness and empathy. We want each customer to leave our office feeling listened to, understood, and that they were our most important priority.
- We are not all experts in everything, but each of us is an expert in something. This means that we will always connect you with someone who can answer your question or address your need.
- We are driven to provide exceptional service and want to learn about our level of service from our customers. We need to hear from you about how we are excelling and what improvements we can make to the services we provide.

Our contact information is below, please do not hesitate to reach out if we can be of assistance.

	Human Resources	Payroll
Office Hours:	M-F 7:00 am to 4:30 pm	M-F 7:00 am to 4:30 pm
Website:	Human Resources	Payroll
Phone Number:	(907) 761-4357 opt. 3	(907) 761-4357 opt. 4
Email:	HR@matsuk12.us	Payroll@matsuk12.us

On behalf of the Mat-Su Borough School District school board and administration, we welcome you to our community where we work together in our various roles to prepare all students for success.

Sincerely,



Kristin Wouk,

Director of Human Resources

Table of Contents

1. GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS

- 1.1 Mandatory Reporting of Child Abuse and Neglect
- 1.2 School Safety
- 1.3 Workers' Compensation Coverage and Reporting Responsibilities
- 1.4 Alcohol, Tobacco, and Drug-Free Workplace
- 1.5 Attire Guidelines
- 1.6 Unauthorized Release of Confidential Information
- 1.7 Gifts
- 1.8 Code of Ethics – Professional Teaching Practices Commission
- 1.9 Non-Discrimination in Employment

2. PAYROLL PROCESSING

- 2.1 Per Period Calculations
- 2.2 Special Payment Types and Timelines
- 2.3 Payroll Calendar
- 2.4 Understanding your Pay Advice
- 2.5 Reviewing your pay
- 2.6 Comparing your Pay Advice to your Form W-2
- 2.7 Salary Advancement – MSEA Only
- 2.8 Pay Options for Teachers
- 2.9 Summer Pay Election – CEA Only

3. BENEFIT OPTIONS

- 3.1 Teachers Retirement System Tier Chart
- 3.2 Public Employees Retirement System Tier Chart
- 3.3 Supplemental Benefits System
- 3.4 Not covered by Social Security Notice
- 3.5 Tax Sheltered Annuities (403/457)
- 3.6 Planning for Retirement
- 3.7 Voluntary Benefits

4. HEALTH AND LIFE INSURANCE

- 4.1 Health Insurance Plan Options
- 4.2 Life Insurance Plan Options

5. MUNIS EMPLOYEE ACCESS

- 5.1 Reviewing Personal Information and Pay
- 5.2 Updating Address and Phone Number
- 5.3 Updating Your Direct Deposit
- 5.4 Updating Your W-2
- 5.5 Entering an Expense Claim

6. LEAVE ACCRUAL AND REPORTING

- 6.1 Leave Types and Accruals
- 6.2 Entering an Absence
- 6.3 Viewing Leave Balances
- 6.4 Family and Medical Leave
- 6.5 Short-Term Leave of Absence without Pay
- 6.6 Sick Leave Bank

7. MANDATORY TRAINING

- 7.1 Required Employee Training
- 7.2 SafeSchools Login
- 7.3 ALICE Login
- 7.4 KnowB4 Login

8. COLECTIVE BARGAINING UNITS AND AGREEMENTS

- 8.1 Mat-Su Education Association
- 8.2 Classified Employees Association
- 8.3 Mat-Su Principals Association
- 8.4 Mid-Level Management Association

9. IMPORTANT POLICIES AND ADMINISTRATIVE REGULATIONS

- 9.1 Employee Use of District Information Technology
- 9.2 Employment of Relatives and Consensual Relationships
- 9.3 Political Activities of Employees

10. ESTABLISHED COMPLAINT PROCEDURES

- 10.1 Public Complaints Concerning School Personnel
- 10.2 Equal Employment Opportunity Complaint Procedure
- 10.3 Complaints from Employees

11. Bylaws of the Board

1. GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS

1.1 Mandatory Reporting of Child Abuse and Neglect

According to Alaskan Statute ([A.S. 47.17.020](#)), all school teachers and administrative staff members are required to immediately report to the Alaska Office of Children's Services (OCS) if they have reasonable cause to suspect Child Abuse or Neglect. Those who fail to report such abuse willfully or knowingly are guilty of a class B misdemeanor. In order to help employees be well informed on this subject, MSBSD provides training through SafeSchools concerning how to identify victims of abuse and the process of reporting.

1.2 School Safety

The Mat-Su Borough School District is dedicated to keeping our schools safe for students and staff. For resources please visit [MSBSD Safety and Security](#) website, there are a number of resources to educate staff about the ways MSBSD is working to prevent school violence as well as how employees can be prepared and equipped to play their own vital role in maintaining safe schools.

1.3 Workers' Compensation Coverage and Reporting Responsibilities

MSBSD provides Workers' Compensation to district employees who are injured while performing their job duties. Please reference our guide on [Employee Reporting Responsibilities](#) to learn the process for Worker's Comp claims and the role employees play. Moreover, employees can find the reporting forms referred to in the guide on [MSBSD's Knowledge Base](#).

1.4 Alcohol, Tobacco, and Drug-Free Workplace

The School Board believes that the maintenance of drug, tobacco, and alcohol-free workplaces is essential to school and district operations. No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance before, during or after school hours at school or in any other district workplace. To read the full policy please [here](#).

1.5 Attire Guidelines

All employees must exercise good judgment in their choice of professional appearance for work and work-related activities by always appearing in a way that is appropriate to the situation, and that will invoke:

- A positive impression from the community,
- Provide appropriate role modeling for students,
- Promote a working and learning environment that is free from unnecessary disruption.

The following are examples of attire which are not generally acceptable:

- Sweatpants, exercise wear, or sleepwear,
- Yoga pants and leggings unless covered by a skirt, dress, or shirt which is not more than three inches above the knee,
- Shorts,
- Immodest or revealing dress to include visible cleavage or other private parts, visible undergarments, bare midriffs, skirts more than three inches above the knee, spaghetti strap tops, strapless tops or tops with straps less than two inches wide,
- Clothing that is ripped, frayed, rumpled or disheveled,
- Bare feet or no shoes.

Please read the complete attire guidelines [here](#).

1.6 Unauthorized Release of Confidential Information

District employees shall maintain the confidentiality of all confidential records until such time as laws, state regulations and/or bylaws of this district permit disclosure. Information and records pertaining to executive sessions, negotiations and student records are not subject to public disclosure.

Any employee who willfully releases confidential information about students, staff, or any topic properly confined to an executive session shall be subject to disciplinary action up to and including dismissal from district service. Any action by an employee which inadvertently or carelessly results in the release of confidential information shall be recorded, and the record shall be placed in the employee's personnel file.

Depending on the circumstances, the Superintendent or designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information.

1.7 Gifts

Employees will not accept gifts from students or parents of students unless such gifts are considered de minimis. The Board considers as more welcome and more appropriate the writing of letters to employees to express gratitude and appreciation.

All district employees are prohibited from accepting, in the course of employment, things of material value from parents, companies, organizations, or individuals doing business with the District.

This policy does not apply to gifts that are not connected to the recipient's status as a district employee, such as a birthday or wedding gifts from a personal friend or relative unless it can be reasonably inferred that the gift was intended to influence an official action or decision by the district employee. Additionally exempt are the

acceptance of minor items that are generally distributed by companies, organizations, or other entities through their public relations programs.

1.8 Code of Ethics – Professional Teaching Practices Commission

The School Board expects district employees to maintain the highest ethical standards, to follow district policies and regulations, and to abide by state and national laws. Employee conduct should enhance the integrity of the district and the goals of the educational program.

The Board encourages district employees to accept as guiding principles the codes of ethics published by professional associations to which they may belong.

Members of the teaching profession are obligated by law to abide by the code of ethics and professional standards adopted by the Professional Teaching Practices Commission ([20 AAC 10.010](#)). For more information, please read the [Handbook for AK Educators](#).

1.9 Non-Discrimination in Employment

The Matanuska-Susitna Borough School District is an Equal Opportunity Employer and seeks to provide a workplace which is free from unlawful discrimination, as defined in applicable State and Federal statutes and regulations, based on sex (including gender identity and sexual orientation), age, marital status, race, religion, color, ancestry, national origin, physical or mental disability, marital status, change in marital status, pregnancy, parenthood or protected veteran status. This means it is the policy of the District to prohibit discrimination against any employee in compensation or in a term, condition, or privilege of employment because of that person's sex (including gender identity and sexual orientation), age, marital status, change in marital status race, religion, color, ancestry, national origin, physical or mental disability, pregnancy, parenthood or protected veteran status.

Employees who engage in prohibited discrimination will be subject to disciplinary action, up to and including discharge. For a complete copy of Board Policy 4030.1, please click [here](#).

2. PAYROLL PROCESSING

2.1 Per Period Calculations

MSBSD pays employees on the 15th and 31st of each month. If these dates fall on a weekend, employees will be paid the Friday prior. The district pays on an average, which means we calculate the number of days and hours staff work in a year and divide them equally amongst the paychecks. This results in each paycheck being the same amount.

2.2 Special Payment Types and Timelines

Longevity

All CEA employees who remain at step 10 on the salary schedule shall receive an amount equal to 5% of their prior fiscal year wages earned at step 10 of their permanent position, but not less than \$1,500. CEA employees will receive notification via email of their payment amounts no later than October 1. If an employee believes there is a discrepancy in the earnings amount used to calculate the longevity payment, the employee must notify the Payroll Department within 7 working days. Payment for the longevity will be made on the October 31st Payroll.

MSEA members who do not receive a step increment due to their placement at the end of columns B+60/M+15, M+30/B+75, M+45, or M+60/D shall receive an amount equal to a step increment added to their base salary in each year. The amount shall be paid one lump sum on the October 31st payroll.

Retirement Incentive

In special recognition of longevity and extraordinary services provided to the District by selected teachers, the district offers a Service Recognition Program. For certificated staff, this shall only apply to those who are eligible to retire and who notify the Human Resources Department to be received no later than December 31st of their intention to, and who do in fact, retire at the end of the current school year. Certificated staff shall receive a set amount per year of service, and the increase shall be paid in one lump sum in the final paycheck.

For non-certificated staff, employees who are eligible to retire under PERS and who notify the Human Resources Department of their intention to retire at least 90 days prior to their retirement date, shall receive a set amount per year of service, and the increase shall be paid in one lump sum in the final paycheck. It is understood that the amount of the incentive will not be included in the PERS retirement calculation.

National Board

MSEA members who provide documentation to the Human Resources Department not later than forty-five (45) days after the start of a new semester of national board certification or other national certification deemed as comparable to national board certification by the Human Resources Department will be eligible for an increase to their annual salary of three thousand (\$3,000) dollars for the life of the certificate, provided the teacher is employed in a position in the area of such certification. Teachers who submit proof of certificate in the second semester will receive only one thousand five hundred (\$1,500).

Co-Curricular Payments

All co-curricular assignments shall be voluntary. The co-curricular athletic and non-athletic activities shall be paid on the extra-curricular salary schedule contained in section [4. B. 3](#) of the MSEA collective bargaining agreement. Payment for the extra-

curricular contract shall be provided to the employee with the regular payroll within thirty (30) days of the last scheduled event. Yearlong co-curricular stipends are paid in four quarterly payments. Payments are made on the October 15th, December 15th, March 15th, and May 31st payrolls.

2.3 Payroll Calendar

You can view the pay dates for the different employee categories by clicking [here](#).

2.4 Understanding your Pay Advice

A few days before each payroll deposit, employees will receive a pay advice. These are passcode protected with the password being the last four digits of the employee's Social Security Number. The pay advice will hold a great deal of important information about deductions, benefits, and earnings. In order to assist staff in fully understanding this document, Payroll has created a detailed explanation of where information appears on the paycheck, what the abbreviations mean, and how to understand the different items shown. In order to view these tips, please click [here](#).

2.5 Reviewing your Pay

We want all employees to understand and have confidence in the accuracy of their pay. In order to help guarantee this, we recommend that all staff review each pay advice on a regular basis. The Payroll department has created a helpful form to provide employees with guidance about the specific items they should be reviewing.

[Reviewing Your Pay Form](#)

2.6 Comparing your Pay Advice to your Form W-2

Employees can compare their final pay advice to the W-2 form in order to verify their taxable income. The document [here](#) provides direction in the process.

2.7 Salary Advancement – MSEA Only

According to the MSEA Negotiated agreement, "The salary schedule is based upon the degree, experience, and additional semester hours earned (24)." Teachers can advance on the salary schedule if they provide official transcripts to the Human Resources department proving they have earned additional educational credits. These credits must be 400 level and above courses that are related to the teacher's educational area. For the column move to include all days in your contract, your Column Move Request AND Official Transcripts must be received no later than September 30th in order for your column move to be effective for the entire year.

Requests and transcripts received after September 30th but prior to February 1st will result in column movement beginning on the January 15th payroll and will be effective for the entire second semester. Any requests submitted after February 1st would be for the following school year.

Transcripts for salary advancement should be sent electronically to Human Resources at hr@matsuk12.us.

2.8 Pay Options for Teachers

MSEA employees have the option of receiving 20 or 24 equal payments each year. The election must be made no later than the first workday of the school year in which the wages are earned. Once this election is made, it cannot be changed or withdrawn for the current school year. However, employees may change their number of pays for the following school year. Those that have elected for 20 payments will receive their final paycheck of the year on June 15th. Those that have elected for 24 payments will receive 5 separate payments on June 15th.

2.9 Summer Pay Election – CEA Only

Because many classified employees are not paid year-round, MSBSD offers a summer pay election to help alleviate financial hardships this may cause. Classified employees may choose to have a flat amount or percentage of their net pay withheld from their paychecks. At the end of the year, they will receive the withheld amount in one lump sum payment on their last paycheck of the fiscal year. For further information about this opportunity, please read this [form](#).

3. **BENEFIT OPTIONS**

3.1 Teachers Retirement System Tier Chart

Certificated staff in the Mat-Su Borough School District participate in TRS (Teachers' Retirement System). Depending upon the year that you entered the TRS system, your plan contributions and benefits will be different. On this [chart](#), you can see the type of deductions and benefits provided to you according to the tier you are in. You will need to go to the [Empower Website](#) to set up an account after your first paycheck. Our beneficiaries for your retirement plan can be designated from your Empower account. If you are defined benefit Tier I or Tier II, Payroll will contact you to complete the necessary paperwork.

[Deferred Compensation Plan](#)

[TRS Defined Contribution Retirement Plan Feature Highlights](#)

3.2 Public Employees Retirement System Tier Chart

As a district employee, you will be paying into the State of Alaska retirement plan. Employees who work at least 30 hours per week are part of PERS. Depending upon the year that you entered the PERS system, your plan contributions and benefits will be different. On this [chart](#), you can see the type of deductions and benefits provided to you according to the tier you are in. You will need to set up an account on the [Empower website](#) after your first paycheck. Your beneficiaries for your

retirement plan can be designated from your Empower account. If you are defined benefit Tier I or Tier II, Payroll will contact you to complete the necessary paperwork.

[Deferred Compensation Plan](#)

[PERS Defined Contribution Retirement Plan Features and Highlights](#)

3.3 Supplemental Benefits System

The Alaska Supplemental Annuity Plan is a defined contribution plan governed by section 401(a) of the Internal Revenue Code. A portion of your wages and a matching employer contribution are made pre-tax to this Plan instead of contributions to Social Security. These contributions, plus any change in value (interest, gains, and losses), are payable to you or your beneficiary at a future date. All non-certificated employees contribute to the Alaska Supplemental Annuity plan and further information can be found [here](#).

[SBS Supplemental Annuity Plan Features and Highlights](#)

3.4 Not covered by Social Security Notice

Employees of MSBSD do not pay into Social Security. At the point of hire, all employees are required to sign a document acknowledging that they have been made aware of this fact. If a staff member wishes to review this form, they can access it [here](#).

3.5 Tax Sheltered Annuities (403/457)

As an employee of the Matanuska-Susitna Borough School District, you have the opportunity to save for retirement by participating in your Employer's 403(b) retirement plan. A 403(b) plan is a retirement plan for certain employees of public schools. [Click here for our Universal Availability Notice](#). The OMNI Group is the MSBSD administrator of our 403(b) and 457(b) retirement benefits. OMNI is an independent third-party administrator dedicated to ensuring that the district, its employee participants, and each of our investment providers and their agents adhere to the many compliance regulations issued by the IRS. You may contact OMNI by visiting their website www.omni403b.com or by phone at 1-877-544-OMNI. To submit a Salary Reduction Agreement with Omni, you can view the Omni TSA Contribution [procedures](#) to begin pre-tax or after-tax payroll deductions into a 403(b) or 457(b).

3.6 Alaska529

The Alaska529 college savings plan gives employees the option of locking in today's tuition value at the University of Alaska. The guarantee ensures that employee earnings will match or surpass the rate of tuition increases at UA. For those who invest in the ACT Portfolio each contribution they make locks in tuition credits for

future use at UA. To learn more about the Alaska 529 plan payroll deduction, visit their website at <https://www.alaska529plan.com>.

3.7 Voya Voluntary Benefits

Voya provides the voluntary supplemental benefits listed below for employees of the Matanuska Susitna Borough School District during open enrollment or within 31 days of hire. Employees have the option to meet with an enrollment representative or self-enroll in Voya's Employee Navigator. Benefits offered include:

- Flexible Spending Accounts
- Health Savings Accounts
- Dependent Care Flexible Spending Accounts
- Disability Insurance
- Critical Illness Insurance
- Hospital Indemnity Insurance
- Life Insurance

For more information, contact Voya at 1-833-232-4673.

4. HEALTH AND LIFE INSURANCE

4.1 Health Insurance Plan Options

MSBSD provides Health Insurance for employees through Premiera Blue Cross Blue Shield. Plan documents, including the Summary of Benefits and Coverage and cost details, are available on our [Retirement and Benefits](#) webpage. You can also request paper copies of these documents by emailing Payroll@matsuk12.us.

Even though you are offered health insurance through employment, you may have other coverage options through the Health Insurance Marketplace. For information to help you evaluate your options please click [here](#).

4.2 Life Insurance Plan Options

The district automatically provides life insurance at no cost to employees. The amount of life insurance varies depending on the collective bargaining unit to which an employee belongs.

- CEA employees who work at least 2 hours a day or more are automatically covered at \$15,000 of Life Insurance and \$15,000 of Accidental Death and Dismemberment
- MSEA employees are covered at \$50,000 of Life Insurance and \$50,000 of Accidental Death and Dismemberment
- MLMA employees are automatically covered at \$50,000 of Life Insurance and \$50,000 of Accidental Death and Dismemberment

- MSPA employees are automatically covered at \$150,000 of Life Insurance and \$150,000 of Accidental Death and Dismemberment.

Employees have the option to add an additional \$15,000 of coverage for \$1.28 per pay period. Employees can increase their Life Insurance by multiples of their salary. To inquire about the specific cost of supplemental life insurance, an employee can contact the Payroll Department for a premium inquiry and the life insurance application.

5. EMPLOYEE ACCESS

The district offers Munis Employee Access, which allows employees to review and update their personal information in our database. Employees can access the self-service by navigating to the [Employee Quick Links](#) tab on the district website.

5.1 Reviewing Personal Information and Pay

Employees can click the "Profile" tab to view their address and contact information. To view the details of each paycheck, click on "My Pay". To view an old pay advice, select "View Paycheck". This tab also includes tax forms, direct deposit information, and a paycheck simulator.

5.2 Updating Address, Phone Number and Emergency Contact

Employees use Munis Employee Access to keep their information up to date. Employees can update their contact information by going to the "My Information" tab and edit necessary contact information. This page also allows employees to add emergency contacts by selecting "Emergency Contacts" and inputting the information.

5.3 Updating Your Direct Deposit

An employee can update their direct deposit information by clicking the "My Pay" and by editing "Direct Deposit". If an employee wishes to split their pay checks into multiple bank accounts, they simply need to select "Add Account." They will be asked to provide the bank name or routing number, account number, account type, and the amount of money desired to be deposited per paycheck. When finished, select the "Save" button to submit the new data.

5.4 Updating Your W4

Munis Self-Service allows users to update their W-4 information. Under the "My Pay" section there is a section titled "W-4." This will bring users to a screen that shows their current selections. On this tab, employees can change their marital status, exemptions, and additional amounts. Once submitted, the new information will be directed to Payroll where they will update the District's database.

5.5 Entering an Expense Claim

District employees can enter Expense Claims through Munis Employee Access by clicking "My Expense Reports" and then selecting "Add Claim." Employees will be asked to provide the following information: Claim Type, Department, Description, Start Date, and End Date. On the next screen, employees will add the expense amounts and attach the receipts. Please note that out-of-district travel cannot be entered until after the event has occurred. Travel requires an Absence Management confirmation number to be added under the "Informational Expenses" drop down. If an employee is entering mileage, they must make sure to select the correct year. Once the information has all been entered, review the submission and if everything is accurate, click "Submit."

6. LEAVE ACCRUAL AND REPORTING

6.1 Leave Types and Accruals

There are four types of paid leave the district provides to employees. These include the following: Paid Time Off, Sick Leave, Floating Holiday, and Compensation Time. Paid time off can roll over from one year to the next. Employees can only accrue hours up to a certain limit depending on their collective bargaining unit to which they belong. Once they reach this number, the extra hours begin to be deposited into the Sick Leave Bank. Employees must notify the Payroll Department in writing if they do not wish the extra hours to be given to the Sick Leave Bank. Unlike paid time off, sick leave may be accrued indefinitely. Floating holidays expire at the end of each fiscal year. Compensation time is given at a 1.5 rate like overtime pay. This will be cashed out at the end of the fiscal year if unused.

All leave is front loaded and available to employees at the beginning of the fiscal year. If an employee resigns from their position while having used more leave than they would have earned by that point in the year, the District will deduct the amount from their final paycheck. If the paycheck cannot cover the sum, the employee must reimburse the district. Accrual rates are listed below. The rate of accrual is based upon years of service and varies amongst the different bargaining groups. Please note that the numbers listed below are based on full-time employees. Additional information can be referenced in the corresponding Negotiated Agreement.

MSEA: A Certified Teacher receives 4 days of personal leave days at the beginning of the year and accrues 1.33 sick leave days each month of employment. Employees can accrue no more than ten days of personal leave. MSEA employees can cash in up to 3 days of personal leave each year if the request is received by May 1st. Personal leave may be taken on a one half-day or full-day basis only.

CEA: New employees can earn up to 14 hours of personal leave per work month. In addition, employees working a full assignment year earn 5 floating holidays. Annual leave cannot exceed 480 hours (60 days) as of June 30th of each year.

MSPA: Depending on the position, principals can earn up to 9.5 personal days each year and up to 7.5 days can be cashed in at the end of the school year. Personal leave may be taken on a one half-day or full-day basis only.

MLMA: Supervisors can earn 288 hours (36 days) of personal leave per year with a maximum accrual rate of 528 hours. Employees can cash in up to 80 hours (10 days) of personal leave if the request is received by May 1st of the year requested. Full-time employees accrue 1.33 sick leave days each month of employment.

6.2 Transferring Sick Leave from another District

According to Alaska Statute [14.14.107](#), "A certificated school district employee who changes employment from one school district to another district, may transfer all of the cumulative sick leave to the new employer. It is the responsibility of the employee to notify the new employer, within 90 days of commencing work, of the number of days to be transferred." Please note, however, that the teacher's service must be continuous, which means the teacher must have worked "up to the last day of a school term and [begin] within 30 days of the start of the next school term" ([4AAC 15.040](#)). The Payroll department must receive an official form, letter, or email from the school with the amount of sick leave to be transferred. Only MSEA employees can transfer sick leave to another District.

6.3 Entering an Absence

To enter an absence, staff must navigate to Frontline through the [Employee Quick Links](#) tab on the district website. Next, they will select "Absence Management." Once the page has loaded, click "Absences" and then choose "Create Absence." Begin by selecting the date of the absence. Next, choose the absence reason (Paid Time Off, Floating Holiday, Sick Leave). Staff can select a full day, half day or custom day to choose the time of the absence. If there are any notes the staff member would like to leave for the administrator, they can do so in the text box at the bottom of the page. The employee can attach a file to the absence if it would be helpful to the administrator or the substitute filling their position. If the employee's position requires a substitute, such as a classroom teacher, they will select "Create Absence & Assign Sub." If it does not, the employee can simply select "Create Absence."

6.4 Viewing Leave Balances

Leave balances can be viewed on Frontline under Absence Management. When logged in, staff can select "Account." There they will need to choose "Absence Reason Balances." This will show the amount of Sick Leave, Paid Time Off, Floating Holiday, and Compensation Time accrued and used. Employees can gain a more detailed history of all their absences by selecting "Absences" on the left of the screen and then choosing "Past Absences." The employee can see as recently as the past 60 days or choose to do a custom search as far back as they desire.

6.5 Family and Medical Leave Act

In accordance with federal and state mandated law, the District has instituted the ability for eligible employee's to request and take Family and Medical Leave Act (FMLA) and/or Alaska Family Leave Act (AFLA). FMLA generally entitles an eligible employee to take up to 12 weeks of unpaid leave in any 12-month period for the birth and care of a new-born child, for the placement of a child for adoption or foster care, to care for the employee's child, spouse, or parent with a serious health condition, or for the employee's own serious health condition. AFLA generally entitles an eligible employee to take up to 18 weeks of unpaid leave in any 24-month period for the employee's child, spouse, or parent with a serious health condition or for the employee's own serious health condition. Employees under AFLA are entitled to take up to 18 weeks of unpaid leave in any 12-month period for the birth and care of a new-born child or for placement of a child for adoption or foster care. To be eligible for FMLA an employee must have been employed by the District for at least 12 months and must have worked 1,250 hours during the 12-month period immediately preceding the start of the leave. To be eligible for AFLA an employee must have been employed by the District for at least 35 hours a week for at least six consecutive months or for at least 17.5 hours a week for at least 12 consecutive months immediately preceding the leave. FMLA and AFLA run concurrently for a total combination of 18 weeks of leave and occur simultaneously with any accrued paid leave. Under FMLA and AFLA, the employee's job and benefits are protected, and should the employee be in an unpaid status, they will be responsible for paying any associated benefit premiums

6.6 Short-Term Leave of Absence without Pay

Eligible employees under the CEA bargaining agreement may request a short-term, unpaid leave of absence where the maximum amount of leave shall not exceed 90 calendar days. Employees who work under the MSEA, MLMA, and MSPA bargaining agreements do not have access to short term, unpaid leaves of absence.

6.7 Sick Leave Bank

Employees are given the opportunity to join the Sick Leave Bank upon hire. Current CEA employees have until October 15th each year to change their election and MSEA and MSPA employees have until September 15th to make a change. A sick leave bank application is required for bank members requesting leave donations due to their own illness or for a family member's illness. CEA Sick Leave Bank members will have a ½ day of paid time off deducted from their balance on the October 31st paycheck each year and deposited in the bank balance. MSEA and MSPA new hires that have elected to be members of the bank will have 1 day of sick leave deducted from their August 31st paycheck. MSEA and MSPA employees do not contribute again unless the bank establishes an open enrollment period due to a depleted balance. Employees hired mid-year will have leave deducted from their balance upon hire.

7. MANDATORY TRAINING

7.1 Required Employee Training

At the beginning of each school year, all MSBSD employees are assigned mandatory trainings to complete by March 30. Currently, the district requires trainings from three different websites: ALICE, SafeSchools, and KnowB4. Each of these trainings has a different safety focus. The ALICE training prepares and empowers staff for an active violent intruder scenario. Its purpose is to teach staff how to respond wisely and safely to protect both themselves and their students if ever threatened by an act of violence. SafeSchools offers a multitude of trainings to protect students and staff by informing them about key issues such as dating violence, child abuse, alcohol and drug related disabilities, and suicide awareness and prevention. SafeSchools trainings coincide with the State of Alaska requirements, allowing teachers to use the training when renewing their teacher certification. KnowB4 is a newly implemented program that informs staff about the dangers of phishing attacks and provides them with tactics to avoid falling prey to scams.

7.2 SafeSchools Login

Employees log in to SafeSchools by navigating to the [Employee Quick Links](#) tab on the District website and clicking the SafeSchools icon. The username will be the employee's first initial, last initial, the number 0, and ID number (example: AB012345). The password will be the same as their active directory. The assigned trainings will be on the front page after log in. To access more trainings, employees can click the "Extra Trainings" tab on the left side of the screen.

7.3 ALICE Login

Employees log in to Navigate360 by navigating to the [Employee Quick Links](#) tab on the District website and clicking the ALICE/Navigate360 icon. Please note that this password is not connected to an employee's Active Directory and will not automatically update when the employee updates their Active Directory password. If a staff member has questions or needs to reset their password they can contact the Human Resources department administrator at 907-761-4357 extension 3 or by emailing hr@matsuk12.us.

7.4 KnowBe4 Login

Employees log in to Navigate360 by navigating to the [Employee Quick Links](#) tab on the District website and clicking the KnowBe4 icon. Employees will enter their work email when prompted. Upon doing so, they will be taken to the training. If employees have any questions or troubles with logging in or completing this training, they can contact the IT Department at 907-761-HELP.

8. COLECTIVE BARGAINING UNITS AND AGREEMENTS

There are four different collective bargaining units employees belong to in MSBSD; MSEA, CEA, MSPA, and MLMA. Following the JANUS decision in 2018, employees are no longer obligated to pay union dues. Employees may elect to join and pay dues if they request which allows members to have an active vote in bargaining decisions. The Negotiated Agreements provides information concerning wages, leave, transfers, and benefits.

[MSBSD Negotiated Agreements](#)

9. IMPORTANT POLICIES AND ADMINISTRATIVE REGULATIONS

9.1 [Employee Use of District Information Technology](#)

9.2 [Employment of Relatives](#)

9.3 [Consensual Relationships](#)

9.4 [Conflict of Interest](#)

9.3 [Political Activities of Employees](#)

10. ESTABLISHED COMPLAINT PROCEDURES

10.1 [1312 AR Public Complaints Concerning the Schools](#)

10.2 [1312.01 BP Public Complaints Concerning School Personnel](#)

10.3 [4030 AR Non-Discrimination in Employment](#)

10.4 [4030 BP Nondiscrimination in Employment](#)

10.5 [4030.01 BP Equal Employment Opportunity/Harassment](#)

10.6 [4090 BP Complaints](#)

10.7 [1312.03 BP Public Complaints Concerning Discrimination](#)

10.8 [5145.07 AR Nondiscrimination/Anti-Harassment Complaint Procedure](#)

10.9 [4080 BP Negotiated Agreement](#)

11. Bylaws of the Board

11.1 [9321 BP Executive Sessions](#)

11.2 [1340 AR Access to District Records](#)